

**BY ORDER OF THE COMMANDER
439TH AIRLIFT WING**

439 AIRLIFT WING INSTRUCTION 91-205

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Safety

HANGAR DOOR OPERATION

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 91-2, *Safety Programs*, and AFI 21-101, AFRC Sup 1, *Aircraft and Equipment Maintenance Management*. It provides safety guidelines and designates responsibility for training, qualification, and documentation for hangar door operation. It applies to all personnel on Westover Air Reserve Base who operate hangar doors or perform duties around operable doors. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 to 439 MXG/CC, 350 Hangar Ave, Box 21, Westover ARB, MA 01022-1771.

SUMMARY OF CHANGES

This publication has been substantially revised and must be completely reviewed. References to AFI 21-101/AFRC Supplement have been updated to align with the current AFRC Supplement.

1. Responsibilities. Supervisors will ensure only properly trained and qualified personnel operate hangar doors.

2. Procedures. The following items must be thoroughly understood and accomplished by personnel authorized to operate hangar doors.

2.1. Operating checklists will be posted at each hangar door control panel. Checklists will require coordination through the Maintenance Group Quality Assurance or the Base Safety Office prior to posting.

2.2. Prior to door movement the operator will check both inside and outside of doors for obstructions or equipment. The door operator will warn all nearby personnel. The operator will ensure that vehicles and equipment are not moved through the doorway when the door is in motion.

2.3. Doors will be operated only after the operator ascertains that it is safe to do so. The operator will ensure that the door-warning signal is working properly. **NOTE:** Warning devices will sound for a minimum of five seconds before door begins to move. Doors will remain fully closed or opened to a minimum of ten feet.

2.4. The operator will immediately stop the procedure whenever improper door operation or any unsafe condition is observed or suspected. Unsafe or improper door operation must be immediately reported to your supervisor, squadron safety officer/noncommissioned officer or the facility manager.

2.5. Hangar doors will remain closed during adverse weather.

3. Roll-Up and Overhead Doors. (Applies to doors used for vehicle and/or pedestrian traffic).

3.1. These doors will remain closed or opened to a minimum height of ten feet.

3.2. When equipment is being moved through these doors a minimum clearance of at least one foot will be maintained above and on both sides of the vehicles or equipment. Spotter(s) will be used if the one-foot minimum clearance cannot be maintained for any reason.

3.3. The doorways will be marked with a highly visible stripe identifying the minimum opening (ten feet or greater depending on the largest vehicle or equipment normally moved through that doorway).

3.4. Doors equipped with automatic openers will have a placard indicating, "AUTOMATIC DOOR OPENER – DO NOT BLOCK DOORWAY".

4. Training. Hangar door operators will be trained and certified prior to operating hangar doors. Supervisors will document training and forward certification to the appropriate training activity for input to the unit tracking system. As a minimum, the training will include hangar door hazards, emergency procedures and normal door operation. Building custodians will develop course outlines used to train personnel to operate the specific type(s) of doors installed. Trainers will use the course outline to ensure personnel are adequately trained. Personnel who do not operate doors but have duties requiring them to routinely work in hangar facilities with operable doors, must receive annual awareness training, regardless of Air Force Specialty Code or duties.

4.1. Documentation/certification of training for Maintenance Group personnel will be tracked in the GO81 system using locally developed course codes.

4.2. Documentation/certification of training for personnel outside the Maintenance Group will be recorded on the AF Form 55, *Employee Safety and Health Record*.

5. Signage and Markings. In addition to the minimum signage and marking requirements outlined in AFI 21-101/AFRC Sup 1, the hangar floors will be marked with a six-inch wide by three-foot long red stripe located ten feet from the door's closed position. The stripe will have the words "MINIMUM DOOR OPENING" painted in two-inch high white lettering.

6. Civil Engineer (CE) Requirements.

6.1. CE will be responsible for the installation and repair of signage, floor safety markings, and repair of hangar doors including electrical; mechanical; and all warning devices.

6.2. The CE Facility Maintenance Section will conduct annual inspections to ensure all signage, markings, and warning devices meet prescribed directives.

6.3. For door maintenance issues, building custodians will call CE Work-Order Desk at ext. 3575.

7. Adopted Form: AF Form 847, *Recommendation for Change of Publication*

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Commander